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Job details

Job 1 of 1

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Supplemental	Click to view the Training and Experience Questionnaire All applicants for this position are required to complete and attach the Training and Experience Questionnaire to their standard employment application.
Bulletin Number	40391BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Executive Recruitment
Position Title	CHIEF FORENSIC LABORATORIES
Exam Number	A4358A
Filing Type	Open Continuous
Filing Start Date	07/17/2014
Salary Type	Monthly
Salary Minimum	\$7,869.50
Salary Maximum	\$11,911.12
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
Position/Program Information	<p>The position has direct charge of the Forensic Laboratory Bureau of the Department of Medical Examiner-Coroner, and reports to the Chief Deputy Director, Medical Examiner-Coroner. The incumbent is responsible for providing technical and administrative direction, through subordinate supervisors, to personnel in the Forensic Science Laboratory engaged in receiving, processing, analyzing, and interpreting of evidence.</p> <p>The incumbent must exercise knowledge of supervisory, organizational, and administrative principles, operations, forecasting and planning, budget development and administration, and personnel and employee relations principles in order to plan, organize, and direct the operations of the Bureau.</p> <p>This position also requires that the incumbent be thoroughly familiar with sections of the Government Code pertaining to the Coroner's responsibilities and those provisions of the California Penal Code and</p>

the laws governing the rules of evidence sufficient to provide technical direction to subordinates.

Essential Job Functions

- Manages laboratory operations, including protocol development and implementation of new programs and services.
- Provides technical and administrative direction, through subordinate supervisors, to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data.
- Directs and participates in research into new methods, procedures, and techniques of scientific medico-legal investigation.
- Coordinates activities of the Bureau with internal and external stakeholders, both public and private, such as other County departments, laboratories, the court, law enforcement agencies, and scientific associations, to ensure successful operation of the Bureau.
- Reviews and interprets analytical data and renders opinions to medical staff, law enforcement, and the courts based on laboratory findings; confers with other forensic experts concerning evidence and its interpretation; testifies in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.
- Develops the Bureau's annual budget based on current and projected program needs.
- Supervises the preparation of grant funding requests and the administration of research grants from Federal and State agencies.
- Recommends, implements and monitors departmental procedures, policies, standards, and training programs, with a focus on continuous improvement.
- Reviews and interprets test results, acts to correct any potential violations whenever deviations in Laboratory policy and procedures occur; recommends corrective action where appropriate.
- Provides short and long term planning strategies to the Chief Medical Examiner-Coroner based on Forensic standards and practices, to continually evaluate and recommend new technologies to improve the quality and efficiency of the Bureau.
- Represents the organization during laboratory accreditation inspections, and ensures that standards and requirements are met for the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).
- Provides responsive, high quality customer service to representatives of internal and external agencies, members of the public and community.

- Reviews laboratory reports and findings, maintaining precise records of all examinations performed, compiles statistical data, writes scientific reports, presents and interprets analytical results; renders technical reports of findings.
- Chairs the Department's Research Committee, ensuring compliance with departmental guidelines, monitoring and documenting activities to completion.
- Acts in the absence of the Chief Deputy Director as needed.

Requirements**Selection Requirements**

A Doctorate degree from an accredited* college with specialization in chemistry, biochemistry, toxicology, pharmacology, criminalistics, physics or biology and two years' experience supervising personnel in a forensic sciences laboratory.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

**Desirable
Qualifications**

- Experience in the application of statutory requirements, rules and regulations, principles and practices, concepts, theories, and limitations of methods associated with Forensic Science.
- Experience supervising forensic science laboratory operations, including providing technical and administrative direction to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data.
- Demonstrated experience in laboratory protocol development and in the implementation of new programs and services, policies and procedures, staff training and development.
- Ability to manage complex organizational projects.
- Experience developing short and long-term planning strategies to improve the quality and efficiency of a forensics laboratory operation.
- Experience in the analysis and interpretation of medico-legal investigation and physical evidence in scientific investigations, including experience reviewing and interpreting analytical data and rendering opinions to medical staff, law enforcement, and the courts based on laboratory findings.

- Experience testifying in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.
- Experience overseeing budgetary functions and administering research grants from Federal and State agencies.
- Experience compiling statistical data, writing scientific reports and rendering technical reports of findings and the ability to use current and modern job related office and laboratory equipment.
- Experience representing an organization during laboratory accreditation inspections by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).

Special Requirement Information

*In order to receive credit for any college course work, or any type of college degree, such as a Doctorate degree, you **MUST** include a legible copy of the official diploma, official transcript from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of two (2) parts:

Part I: An unproctored, online, written Work Styles Assessment test that will assess director potential, director judgment, deductive reasoning, leadership professionalism, business acumen, drive for results, building relationships, and self motivation, weighted at 50%.

Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Part II: An evaluation of training and experience based upon information provided on the application and on the Training and Experience Questionnaire, weighted at 50%.

Candidates must achieve a passing score of 70% or higher on both parts in order to be placed on the eligible register.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

An eligible register resulting from this examination will be used to fill a vacancy in the Los Angeles County Department of Medical Examiner-Coroner.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Day

**Application and
Filing
Information**

INSTRUCTIONS FOR FILING ONLINE:

All applicants are required to submit a Standard County of Los Angeles Employment Application, the Training and Experience Questionnaire, a statement of interest, and resume **ONLINE only**.

Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as

attachments to the online application. The Training and Experience Questionnaire must be uploaded as an attachment to the online application.

NOTE: If you are unable to attach the required and/or additional documents at the time of filing, you may e-mail them to Laura Heaton at heaton@hr.lacounty.gov, during the examination process. Please include your name, examination number, and examination title.

To apply online, click the tab above or below this page that reads "Apply to Job" so you may track the status of your application on-line.

This examination will remain open until the needs of the service are met, and is subject to closure without prior notice. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

The acceptance of your application will depend on whether you clearly show that you meet the Selection Requirements.

Please fill out the application and Training and Experience Questionnaire completely and correctly so that you will receive full credit for related education and/or experience.

In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed.

For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

COMPUTER AND INTERNET ACCESS AT PUBLIC

LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Laura Heaton
Department Contact Phone	(213) 974-2674
Department Contact Email	lheaton@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	General Government Services/Other
Job Type	All Others

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